Introducing two new Preventing Harassment in the Workplace e-Courses developed by MassHR.

The **CLD - Preventing Harassment in the Workplace (All Employees)** course is designed to provide a basic overview of the Commonwealth's policy of zero tolerance for harassment in the workplace. The "All Employees" course is not currently available to EEA employees, and they should contact their HR or Training directors for more information. The **CLD - Preventing Harassment in the Workplace (Supervisors and Managers)** course includes a basic overview as well as strategies to prevent harassment and to deal with potential occurrences of harassment in the workplace.

Individuals employed on a full-time or part-time basis by the Office of the Governor or any state agency in the Executive Department are required to complete this training. Supervisors and managers need only complete the "Supervisors and Managers" version. Anyone who has already fulfilled the mandatory requirement for Preventing Sexual Harassment is not responsible for taking the online course. To check whether you have completed the requirement, please view your PACE Transcript or contact your HR or Training director.

The courses are delivered on-line and are designed to help you learn at your own pace, in your own environment, and at your own convenience. *"Knowledge Checks"* are presented at several points during the course to validate what you are learning about preventing sexual harassment.

These courses take approximately 45 minutes to complete. All you need is a computer, access to the Internet - and you are ready to go!

For assistance with logging into PACE, please contact your agency's PACE Site Administrator. To request alternative media for the course, send an e-mail to HRDTraining@massmail.state.ma.us.

Class Date: *Anytime!*

Start Time:*Anytime!*

Cost:*FREE!!!*

REGISTER TODAY!

INSTRUCTIONS FOR LAUNCHING THE ONLINE COURSE THROUGH PACE.

1. Launch the PACE URL at www.mass.gov/pace

2. Select **PACE Login**

3. Select Your Agency (*If your agency is not listed, select Human Resources Division*)

4. Enter your User Login ID (EMPID) and Password

   (*If you are a first time user, your login ID is your Employee ID and your password is your last name, as it appears on your pay advice, case sensitive – e.g. "Smith" not "smith"*)

5. Select **Student Learning Center**

6. Select **Course Catalog**

7. Type in the key word – MANDATORY to find the applicable course (*Leave the drop-down boxes as "All"*)

8. Follow the prompts

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